

PNSS and PedNSS

Code File

PedNSS User's Guide



August 2004

Purpose of the PNSS and PedNSS Code File

The PNSS and PedNSS code file contains the valid geographic codes for each PNSS and PedNSS contributor:

- state code, clinic/school codes, county codes (all required), and
- a choice of one or more set of codes for local agencies, metro areas, and regions/school districts (optional).

These codes are referenced in the production of annual PNSS and PedNSS data tables (reports) that present clinic/school, county, local agency, metro area, and region/school district analyses.

The decision to include optional local agency, metro area, and/or region/school district codes in the code file should be driven by the need to have PNSS and/or PedNSS data analyzed by these geographic areas.

Code File Maintenance and Submission

PedNSS contributors should submit an electronic copy of a current, complete PNSS and PedNSS code file in Excel file format with each PNSS or PedNSS data file sent to CDC. Alternatively, if changes to the code file are rare, an updated and complete code file can be sent when such changes occur as an email attachment to the PedNSS administrator's mailbox: nccddnpapednss@cdc.gov.

CDC will completely overlay old PNSS and PedNSS code files with updated code files as they are received.

It is important to maintain the PNSS and PedNSS code file on an ongoing basis, and to define currently active clinics/schools, as well as clinics/schools that were active last year, on your code file. Because the code file is referenced in the production of annual PNSS and PedNSS data tables, if the code file is not up-to-date at production time, clinics/schools on the annual PNSS or PedNSS transaction (data) files but not on the PNSS and PedNSS code file will be pooled for analyses in the annual PedNSS data tables (reports), resulting in presentation of data for "unknown clinics/schools," "unknown counties," etc.

CDC management of the PNSS and PedNSS code file is automated. Do not submit a paper copy of the code file, or just a list of recent revisions to the code file (send a complete code file).

Contributors that submit PNSS and/or PedNSS data from different sources that are to be analyzed separately (e.g. WIC data and school data), should maintain separate code files for these different data sources. The state code (combined state and substate code) on the code files should be different to distinguish the separate data sources.

If different clinics contribute PNSS vs. PedNSS data, these differences can be distinguished in the system code field on the code file.

Structure of the Code File

There are 5 code file tables, two of which are required:

- PNSS and PedNSS Code File Table 01—Clinic/School Worksheet (Required)
- PNSS and PedNSS Code File Table 02—County Worksheet (Required)
- PNSS and PedNSS Code File Table 03—Local Agency Worksheet (Optional)
- PNSS and PedNSS Code File Table 04—Metro Area Worksheet (Optional)
- PNSS and PedNSS Code File Table 05—Region/School District Worksheet (Optional)

Clinic/school codes are the foundation of the PNSS and PedNSS code file. Each clinic/school code must be associated with a county code (and each local agency, metro area, or region/school district code if these are defined in the code file). Likewise, each county code (and each local agency, metro area, or region/school district code if defined in the code file) must be associated with one or more clinic/school codes.

Code File Table 01—*Clinic/School Worksheet* designates state code, system code, clinic/school codes, clinic/school full and abbreviated names, clinic/school altitudes, and the county code associated with each clinic/school code. An accurate determination of low hemoglobin/hematocrit is dependent on adjusting these hematology values for altitudes above 3,000 feet. Optional local agency, metro area, or region/school district codes are also designated in this table, but should be listed only if PNSS and/or PedNSS data are to be analyzed by one or more of these geographic areas. If local agency codes associated with each clinic/school code are listed, Code File Table 03 must also be submitted to designate local agency names. Likewise, if metro area codes or region/school district codes are listed, Code File Table 04 and Code File Table 05 should also respectively be submitted.

Code File Table 02 designates state code, system code, county codes, county full and abbreviated names, and Federal Information Processing Standards (FIPS) codes. FIPS codes are referenced in the production of annual state maps of PNSS and PedNSS county data and described in greater detail on page 6. State, system, and county codes should match state, system, and county codes entered on the Code File Table 01.

If Code File Tables 03 is submitted, the state, system, and local agency codes should match these same codes entered on Code File Table 01. If Code File Table 04 is submitted, the state, system, and metro area codes should match these same codes entered on Code File Table 01. And, if Code File Table 05 is submitted, the state, system, and region/school district codes should likewise match these same codes entered on the Code File Table 01.

To further illustrate this point, the diagram on the following page shows the relationship between various fields in Code File Tables 01, 02 and 03, and identifies which field codes need to match on these tables.

Field Codes That Must Match on Code File Tables 01, 02 and 03

PNSS and PedNSS Code File Table 01—**Clinic/School** Worksheet

Required								Optional		
Code File Table Number	State Code	System Code	Clinic/School Code	Clinic/School Name	Clinic/School Name (Abbrev)	Altitude	County Code	Local Agency Code	Metro Area Code	Region or School District Code

PNSS and PedNSS Code File Table 02—**County** Worksheet

Code File Table Number	State Code	System Code	County Code	County Name	County Name (Abbrev)
------------------------	------------	-------------	-------------	-------------	----------------------

PNSS and PedNSS Code File Table 03—**Local Agency** Worksheet

Code File Table Number	State Code	System Code	Local Agency Code	Local Agency Name	Local Agency Name (Abbrev)
------------------------	------------	-------------	-------------------	-------------------	----------------------------

Code File Tables 04 and 05 are formatted much like Code File Tables 02 and 03 and similar fields must match related fields on Code File Table 01.

Ensuring Code File Accuracy

When a contributor participates in both the PNSS and the PedNSS, it is important to internally coordinate management of the code file, to ensure that changes made to PNSS geographic codes are simultaneously made to PedNSS geographic codes when appropriate, and vice versa.

Beware of reusing old clinic/school numbers when assigning clinic/school numbers to new clinics/schools. PNSS and PedNSS analyses include trend analyses for clinics/schools, counties, metro areas, local agencies, and regions. If old clinic/school numbers are reused, data for old clinics/schools may be erroneously combined with data for new clinics/schools in the presentation of trend data.

CDC easily manages clinic codes that you add or delete from your code file. However, if you change a clinic code to a different clinic code, you need to submit a clinic code conversion map, in Excel file format, that includes the following information: state code, substate code, old clinic code, new clinic code. This will ensure that trend analyses for the affected clinic can be produced in the future.

Specifications for each of the code file tables are outlined on the following pages.

Code File Specifications

PNSS AND PEDNSS CODE FILE TABLE 01 —CLINIC/SCHOOL WORKSHEET (Required)

Field Seq Size		Columns or Positions	Field Name	Type ¹	Notes
REQUIRED FIELDS					
1	2	1–2	Code File Table Number	N	Designated code file table number.
2	3	3–5	State Code	A/N	Combined state and substate code identifying the contributor (state, tribal government or U.S. territory), and separate sources of data from the same contributor when data are to be analyzed separately. Assigned by the contributor and CDC.
3	1	6	System Code	A/N	System to which the clinic or school contributes data. M = PNSS, C = PedNSS, B = Both PNSS and PedNSS.
4	9	7–15	Clinic/School Code	A/N	Codes identifying individual clinics or schools.
5	30	16–45	Clinic/School Name	A/N	Full name of individual clinic or school that will appear in the heading of PNSS and/or PedNSS reports where individual clinic or school data are presented.
6	10	46–55	Clinic/School Name Abbreviation	A/N	Abbreviated name of individual clinic or school that will appear in the body of PNSS and/or PedNSS reports where individual clinic or school data are compared and where space prohibits use of the full 30 character name. If left blank, the first 10 characters of the 30 character name will be used as an abbreviation.
7	4	56–59	Altitude	N	Clinic or school elevation in feet if ≥ 3000 feet. Enter actual altitude or 0000 if < 3000 feet.
8	3	60–62	County Code	A/N	Code designating the individual county associated with one or more clinic or school codes. Must designate county not another geographic entity. FIPS county codes are acceptable. The county code need not relate to local agency, metro area, or region/school district codes. Complete the Code File Table 02 to designate county names.

¹ A/N = Alphanumeric; N = Numeric.

PNSS AND PEDNSS CODE FILE TABLE 01—CLINIC/SCHOOL WORKSHEET (Required) Cont.

Field Seq Size		Columns or Positions	Field Name	Type ¹	Notes
OPTIONAL FIELDS					
9	3	63–65	Local Agency Code	A/N	Code designating the individual local agency associated with one or more clinic or school codes. Complete if PNSS and/or PedNSS data are to be analyzed by local agencies. The local agency code need not relate to county, metro area, or region/school district codes. Complete the Code File Table 03 to designate local agency names.
10	3	66–68	Metro Area Code	A/N	Code designating the individual metro area associated with one or more clinic or school codes. Complete if PNSS and/or PedNSS data are to be analyzed by metro areas. The metro area code need not relate to county, local agency, or region/school district codes. Metro area FIPS code are acceptable. Group all clinic or school codes not in a specified metro area into one unique metro area. Complete the Code File Table 03 to designate metro area names.
11	3	69–71	Region/School District Code	A/N	Code designating the individual region/school district associated with one or more individual clinic or school codes. Complete if PNSS and/or PedNSS data are to be analyzed by region/school district. The region/school district code need not relate to county, metro area, or local agency codes. Complete the Code File Table 05 to designate region/school district names.

¹ A/N = Alphanumeric; N = Numeric.

PNSS AND PEDNSS CODE FILE TABLE 02—COUNTYWORKSHEET (Required)

Field Seq Size	Columns or Positions	Field Name	Type ¹	Notes	
REQUIRED FIELDS					
1	2	1–2	Code File Table Number	N	Designated code file table number.
2	3	3–5	State Code	A/N	Combined state and substate code identifying the contributor (state, tribal government or U.S. territory), and separate sources of data from the same contributor when data are to be analyzed separately. Assigned by the contributor and CDC.
3	1	6	System Code	A/N	System to which the clinic or school contributes data. M = PNSS, C = PedNSS, B = Both PNSS and PedNSS.
4	3	7–9	County Code	A/N	Code designating the individual county associated with one or more clinic or school codes. Must designate county not another geographic entity. FIPS county codes are acceptable. Must match county codes on Code File Table 01.
5	28	10–39	County Name	A/N	Full name of individual county that will appear in the heading of PNSS and PedNSS reports where individual county data are presented.
6	10	40–49	County Name Abbreviation	A/N	Abbreviated name of individual county that will appear in the body of PNSS and PedNSS reports where individual county data are compared. If left blank, the first 10 characters of the 30 character name will be used as an abbreviation.
7	5	50–54	FIPS Code	N	Federal Information Processing Standards (FIPS) Code. Enter state (and outlying areas of the U.S.) FIPS code in the first 2 positions and county FIPS code in the last 3 positions. State FIPS codes (FIPS PUB 5-2) can be accessed at http://www.itl.nist.gov/fipspubs/fip5-2.htm . County FIPS codes (FIPS PUB 6-4) can be accessed at http://www.itl.gov/fipspubs/fip6-4.htm . Tribal governments may leave blank.

¹ A/N = Alphanumeric; N = Numeric.

PNSS AND PEDNSS CODE FILE TABLE 03 – OPTIONAL *LOCAL AGENCY* WORKSHEET

Field Seq Size		Columns or Positions	Field Name	Type ¹	Notes
1	2	1–2	Code File Table Number	N	Designated code file table number.
2	3	3–5	State Code	A/N	Combined state and substate code identifying the contributor (state, tribal government or U.S. territory), and separate sources of data from the same contributor when data are to be analyzed separately. Assigned by the contributor and CDC.
3	1	6	System Code	A/N	System to which the clinic or school contributes data. M = PNSS, C = PedNSS, B = Both PNSS and PedNSS.
4	3	7–9	Local Agency Code	A/N	Code designating the individual local agency associated with one or more clinic or school codes. Must match local agency codes on Code File Table 01.
5	28	10–39	Local Agency Name	A/N	Full name of individual local agency that will appear in the heading of PNSS and PedNSS reports where individual local agency data are presented.
6	10	40–49	Local Agency Name Abbreviation	A/N	Abbreviated name of individual local agency that will appear in the body of PNSS and PedNSS reports where individual local agency data are compared. If left blank, the first 10 characters of the 30 character name will be used as an abbreviation.

¹ A/N = Alphanumeric; N = Numeric.

PNSS AND PEDNSS CODE FILE TABLE 04—METRO AREA WORKSHEET (Optional)

Field Seq Size		Columns or Positions	Field Name	Type ¹	Notes
1	2	1–2	Code File Table Number	N	Designated code file table number.
2	3	3–5	State Code	A	Combined state and substate code identifying the contributor (state, tribal government or U.S. territory), and separate sources of data from the same contributor when data are to be analyzed separately. Assigned by the contributor and CDC.
3	1	6	System Code	A	System to which the clinic or school contributes data. M = PNSS, C = PedNSS, B = Both PNSS and PedNSS.
4	3	7–9	Metro Area Code	A/N	Code designating individual metro area associated with one or more clinics or schools. Metro area FIPS codes are acceptable. Must match metro area codes on Code File Table 01.
5	28	10–39	Metro Area Name	A/N	Full name of individual metro area that will appear in the heading of PNSS and PedNSS reports where individual metro area data are presented.
6	10	40–49	Metro Area Name Abbreviation	A/N	Abbreviated name of individual metro area that will appear in the body of PNSS and PedNSS reports where individual metro area data are compared. If left blank, the first 10 characters of the 30 character name will be used as an abbreviation.

¹ A/N = Alphanumeric; N = Numeric.

**PNSS AND PEDNSS CODE FILE TABLE 05—
REGION/SCHOOL DISTRICT WORKSHEET (Optional)**

Field Seq Size		Columns or Positions	Field Name	Type ¹	Notes
1	2	1–2	Code File Table Number	N	Designated code file table number.
2	3	3–5	State Code	A/N	Combined state and substate code identifying the contributor (state, tribal government or U.S. territory), and separate sources of data from the same contributor when data are to be analyzed separately. Assigned by the contributor and CDC.
3	1	6	System Code	A/N	System to which the clinic or school contributes data. M = PNSS, C = PedNSS, B = Both PNSS and PedNSS.
4	3	7–9	Region/School District Code	A/N	Code designating individual region or school district. Must match region/school district codes on Code File Table 01.
5	28	10–39	Region/School District Name	A/N	Full name of individual region/school district that will appear in the heading of PNSS and PedNSS reports where individual region/school district data are presented.
6	10	40–49	Region/School District Name Abbreviation	A/N	Abbreviated names of individual region/school district that will appear in the body of PNSS and PedNSS reports where individual region/school district data are compared. If left blank, the first 10 characters of the 30 character name will be used as an abbreviation.

¹ A/N = Alphanumeric; N = Numeric.

Related Fields on the PedNSS Transaction (Data) Files and the PNSS and PedNSS Code File

The specifications for records comprising the PedNSS transaction (data) file are outlined in the PedNSS User's Guide chapter on record specifications. Values in the first three fields of the PedNSS transaction file record: 1–State, 2–Substate, and 3–Clinic/School must match values in fields 2–State Code and 3–Clinic/School Code on the PNSS and PedNSS Code File Table 01. The state code on the PNSS and PedNSS Code File Table is a combination of the state and substate codes on the PedNSS record. See diagram below.

PedNSS Transaction (Data) File Record

Field 1	2	3
State	Sub-state	Clinic/School
AR	8	000000201

PNSS and PedNSS Code File Table 01—**Clinic/School** Worksheet

Field 1	2	3	4
Code File Table Number	State Code	System Code	Clinic/School Code
AR8			000000201

PedNSS transaction (data) file records will be rejected if the combined values for field 1/State and 2/Substate do not match values for field 2/State Code on the PNSS and PedNSS Code File. If PedNSS records on the transaction (data) file contain values for field 3/Clinic/School that are not on the code file for field 4/Clinic/School Code, these values will be listed as mis-codes on the *PedNSS Summary of Record Volume and Data Quality* report.

As previously mentioned, it is important to maintain the PNSS and PedNSS code file on an ongoing basis. Because the code file is referenced in the production of annual PedNSS data tables, if the code file is not up-to-date at production time, clinics/schools on the annual PedNSS transaction (data) files but not on the PNSS and PedNSS code file will be pooled for analyses in the annual PedNSS reports (data tables), resulting in presentation of data for “unknown clinics/schools,” “unknown counties,” etc.